

STATE OF COLORADO

DEPARTMENT OF LOCAL AFFAIRS

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Bill Ritter, Jr.
Governor

Susan E. Kirkpatrick
Executive Director

Date: March 17, 2008
To: Title 32, Article 1 Special District Election Officials
From: Susanna Lienhard, District Elections Temporary Assistance
Re: April "TO DOs" for May 6, 2008 Regular Election

Terri Maulik is no longer with the Department of Local Affairs (the Department). I have been asked by the Department to provide special district election assistance through Election Day (May 6, 2008). If I may be of assistance, please feel free to contact me by email at: susanna.lienhard@state.co.us or at 303-866-2354 (direct line).

This is a continuation of the monthly "TO DO" emails and is being sent to those on the special district elections email list. In addition to this notification, we encourage all special districts to regularly visit the Department's website for information pertinent to special districts, especially for the upcoming election. The website address is: www.dola.state.co.us; once there, on the left under "Department Services," click the gray button "Technical Assistance" and select "Special District Elections." With assistance from the Special District Association and interested parties, certain election forms found in the *2008 Special District Election Manual* are being revised reflecting priority order under the election calendar deadlines. They are available on the website starting today. See http://www.dola.state.co.us/dlg/ta/special_districts/elections/manual.html#forms.

Here are the "TO DOs," for April, using the statutory dates as a guide.

April 4 (30 th day before)	<p>County clerk and recorder shall certify initial list of registered voters §1-5-303(1) and §1-7.5-107(2)(a).</p> <p>County assessor shall certify initial list of property owners §1-5-304(1) and §1-7.5-107(2)(a).</p> <p>Designated Election Official (DEO) must have possession of printed official ballots §1-5-406; review form of ballot §1-5-407. If the DEO is in receipt of the printed ballots, mail-in ballots and related materials (secrecy sleeve, instructions, envelopes) must be mailed to the elector within 72 hours of receipt of the application for mail-in ballot. §1-8-111</p> <p>Mail TABOR Notice to all electors of the special district. (Colorado Constitution Article X, § 20(3)(b), SOS Rule 5.1.</p>
April 7 (no later than 29 days prior)	<p>Last day to register to vote. §1-2-201(3).</p>

April "To DOs"
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April 11 (no later than 25 days prior)	POLLING PLACE Election – designate polling place(s) no later than 25 days prior §1-5-102(1).
April 11 to 21 (no sooner than 25 days before and no later than 15 days before. [With prior approval from SOS, no later than 10 days before – 10 days before is on Saturday 4/26, must perform action on Friday 4/25].	MAIL BALLOT Election: DEO may begin to mail the mail ballot packet to each active registered elector including property owners who are eligible to vote, but may not reside within the district. §1-7.5-107(3)(a). Mail ballots shall be made available during regular business hours at the DEO office or an office designated in the mail ballot plan until 7:00 pm on election day, for eligible electors who are listed as “inactive” or do not appear on the voter registration records or on the property owners lists, but who are authorized to vote. §1-7.5-107(3)(c); SOS Rule 12.
April 15 (21 st day before)	FAIR CAMPAIGN PRACTICES ACT (FCPA): File “Candidate Committee Report of Contributions and Expenditures” or “Issues Committee Report of Contributions and Expenditures” with County Clerk. §1-45-108(2)(a)(II).
April 16 (not later than 20 days before)	<p>MAIL BALLOT Election: the DEO shall provide Notice of Mail Ballot Election by publication, one time (not later than 20 days before). §1-5-205(1); 1-7.5-107(2.5)(a) and (b). Mail a copy of the Notice to the county clerk and recorder of each county in which the district is located. §1-5-205(2).</p> <p>County Clerk submits to DEO the supplemental list of registered voters whose names were not included on the preliminary list. §1-5-303(1) and §1-7.5-107(2)(b).</p> <p>County Assessor submits to DEO the supplemental list of property owners whose names were not included on the preliminary list. §1-5-304(2) and §1-7.5-107(2)(c).</p> <p>DEBT OBLIGATION Election: DEO posts notice of financial information on the district’s website, or if there is no website, in the chief administrative office of the district. §1-7-908(1)(a).</p>
April 21 (at least 15 days before)	<p>Last day for DEO to appoint at least one district board member and at least one eligible elector who is not a member of the district board to “assist the DEO in the survey of returns.” The appointed persons and the DEO shall constitute the canvass board. §1-10-201(1.5)</p> <p>MAIL BALLOT Election: last day to mail the mail ballot packets (no later than 15 days prior) §1-7.5-107(3)(a).</p>
April 24 (at least 12 days before)	POLLING PLACE Election: Post Notice of Polling Place signs at each polling place. §1-5-106.
April 26 (no later than or at least 10 days before) [10 days before is on Sat. 4/26, must perform action on Friday, April 25]	<p>POLLING PLACE Election: The DEO shall provide Notice of Election by publication, one time (no later than 10 days before) §1-5-205(1). Mail a copy of the Notice to the county clerk and recorder of each county in which the district is located. §1-5-205(2). Post Notice of Election in a conspicuous place in the office of the DEO at least 10 days before and until two days after the election. §1-5-205(1.3).</p> <p>MAIL BALLOT Election: Election judges at the mail ballot counting</p>

	place may receive and prepare mail ballots for tabulation. Counting of mail ballots may begin ten (10) days prior to the election and continue until the counting is completed. §1-7.5-107.5.
April 29 (no later than the close of business on the 7 th day before)	POLLING PLACE Election: Last day for voter to file an Application for Mail-In Ballot if the voter wishes to receive the mail-in ballot by mail. §1-8-104(3). If voter wishes to receive the mail-in ballot in person at the DEOs office, the deadline to submit the Application is close of business on the Friday immediately before the election, May 2. §1-8-104(3).